

# Howard University

## ISAS Computer Access Request Form

Print or type entries, except required signatures: Do not write in shaded areas. This form will not be processed unless all sections are completed. A copy of your Howard University ID card or memo from the Dean/Administrative Officer verifying employment must be submitted with this request form. The term CAC in general refers to an email address/user name account and/or mainframe account.

Request # _____	Request Date _____
Request Account Type: <input type="checkbox"/> Email <input type="checkbox"/> Mainframe	

### Identification Section

Applicant Status:  Faculty  Staff/Administrator  NON University: \_\_\_\_\_

HU ID#: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

FRS: \_\_\_\_\_ School: \_\_\_\_\_ Dept/Unit: \_\_\_\_\_

School Code \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Justification/Reason Section

Justification: \_\_\_\_\_  
\_\_\_\_\_ Expiration Date: \_\_\_\_\_

### Requirements Section

Have you ever been issued a CAC?  Yes  No Previous CAC: \_\_\_\_\_

Type of Access Desired:  CICS  TSO  Email  Other: \_\_\_\_\_

#### For CICS / TSO Access:

A. Application Name	Proponent Office	Approving Authorized Signature
_____	_____	_____

Transaction ID(s)	_____	_____
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B. Application Name	Proponent Office	Approving Authorized Signature
_____	_____	_____

### Approval/Authorization Section

*Upon approval of your Computer Access Code (CAC) request, you will receive a CAC and password.*

*Both the CAC and password are required for access to computer resources.*

*The CAC and password assigned to you are for your use only.*

*It is your responsibility to ensure that your password is not revealed. Use of your CAC by someone*

*other than yourself or your use of another individual CAC is a violation of the*

*Howard University Computer Security Policy.*

*All users in violation of this policy will have their CAC invalidated and will be denied access to computer resources.*

**ISAS cannot process this request without authorized signatures.**

Information Systems and Services has the right to request for you to provide additional authorization documentation if required, prior to CAC approval.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Administrative Officer Name (PRINT): \_\_\_\_\_

Dean/Administrative Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ISAS System Security Authorization: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rejected Reason: \_\_\_\_\_ Email Username: \_\_\_\_\_

Approved: \_\_\_\_\_ Mainframe Account: \_\_\_\_\_